

EDUCATION

**THE US ARMY
SIGNAL SCHOOL
APPRENTICESHIP
PROGRAM FOR
THE TRADE OF
OFFICE
MACHINE
SERVICER**

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SUMMARY of CHANGE

DA PAM 621-93

THE US ARMY SIGNAL SCHOOL APPRENTICESHIP PROGRAM FOR THE TRADE OF OFFICE MACHINE
SERVICER

Not applicable

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EDUCATION

THE US ARMY SIGNAL SCHOOL APPRENTICESHIP PROGRAM FOR THE TRADE OF OFFICE MACHINE SERVICER

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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The Adjutant General

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Active Army:—B

ARNG:—None

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*This pamphlet supersedes DA Pam 621-93, 1 May 1979

RESERVED

1. Purpose

The purpose of this pamphlet is to announce the US Army Signal School Apprenticeship Program for the Trade of Office Machine Servicer (DOT Code 633.281-014).

2. Applicability

This pamphlet applies to all elements of the Active Army. This pamphlet does not apply to Army National Guard and Army Reserve

3. General

Policies and procedures for participation in the program are contained in AR 621-5. This pamphlet is designed to be used in conjunction with that regulation.

4. Apprenticeship Program Number and Occupational Skill Code

a. The following apprenticeship program number and occupational skill code are used to identify the US Army Signal School Apprenticeship Program for the Trade of Office Machine Servicer.

(1) Apprenticeship Program Number: 99904

(2) Occupational Skill Code: 07

b. The apprenticeship program number and occupational skill code must be entered on DA Form 4409-R (Apprenticeship Application) to identify the program for which the soldier is making application

5. Eligibility for Participation in the Program

Soldiers holding as primary or secondary the MOS of 34B Punch Card Machine Repairer and serving in the MOS may participate in the program.

6. The Office Machine Servicer Apprenticeship Program.

This is a 6,000-hour program which leads to certification as journeyworker in the trade of Office Machine Servicer. Participation in the program is voluntary, and no membership in labor unions or professional associations is required. The work process schedule and schedule of related instruction for the trade are cited in appendixes B and C. The purpose of the work process schedule and the schedule of related instruction are as indicated below:

a. The work process schedule reflects categories of work experience required by soldier-apprentices to qualify as journeyworker and hours of work experience required in each category.

b. The schedule of related instruction identifies courses which may be taken by soldier-apprentices to satisfy the 432 hours of related instruction required for completion of the program.

7. Enrollment in the Program

Soldiers may enroll in the program by contacting their installation education services officers (ESOs) who will explain requirements of the program and assist in the preparation of the apprenticeship qualification form (DA Form 4409-R).

8. Apprenticeship Log Forms

Apprenticeship log forms and instructions on use of forms will be issued to soldiers by installation ESOs at the time of registration in the program. Log instruction sheets will be maintained by soldiers in a three-ring binder. Soldier-apprentices will be required to annotate their work experience on log sheets on a daily basis. The standard for the amount of work experience logged will be 132 hours per month. Hours logged above this standard amount must be justified in the remarks section of the daily work experience record and attested to by the signature and rank of the shop craft supervisor or an individual holding a comparable position. Log entries must be verified by the soldier-apprentice's immediate supervisor on a weekly basis

9. Credit for Previous Experience

a. Newly enrolled soldier-apprentices who have partially completed an approved Federal or State registered civilian apprenticeship in the trade of Office Machine Servicer or a related trade will, upon presentation of documentation, be awarded credit for all experience related to categories of work process schedule cited in appendix B.

b. Up to 3,000 hours of credit for previous military work experience maybe awarded upon presentation of authenticated documentation of satisfactory performance. Such experience must be directly related to the occupation in which the apprenticeship is being performed. Statements from previous supervisors or other such documentation which certify category of work, number of hours by category, and quality of performance will be submitted by soldier-apprentices to their installation ESOs for consideration. The ESO will forward these documents to the Commander, US Army Signal Center and Fort Gordon, ATTS: ATZHPA-E, Fort Gordon, G-4 30905, for final determination.

10. Related Instruction Credit for Previous Military and Civilian Education.

Credit for previous military and civilian education may be awarded to satisfy related instruction requirements by presenting certificates of course completion or other such documentation from official military records or other sources.

The installation ESO will determine the amount of credit to be awarded. The ESO will consult sponsor Service schools, as required, in order to determine the appropriate amount of credit for each course not listed in appendix C of this pamphlet.

11. Completion of the Program

Upon successful completion of the program, a Certificate of Completion of Apprenticeship will be awarded by the US Department of Labor. While the award of a Certificate of Completion of Apprenticeship will not guarantee a job, it will certify that journeyworker status has been attained, and should enable completers of the program to be more competitive with civilians in the trade.

12. Partial Completers

Soldiers leaving the Service prior to completion of the program will receive documented credit for that portion of the program which they did complete. This documentation may be presented for satisfaction of requirements of civilian apprenticeship programs in the trade of Office Machine Servicer or a related trade. See appendix D.

Appendix A

REFERENCES

Section I

Required Publications

This section contains no entries

Section II

Related Publications

This section contains no entries

Section III

Prescribed Forms

This section contains no entries

Section IV

Referenced Forms

This section contains no entries

WORK PROCESS SCHEDULE FOR THE TRADE OF OFFICE MACHINE SERVICER (DOT CODE 633.281-014)

Paragraph not used.

Table B-1

	<i>Hours</i>
A. Orientation to Office Machine Repair (PCM) Techniques and Processes	1,000
1. Apply shop practices to include proper use, maintenance, care and storage of test equipment.	
2. Employ safety precautions when working with voltage.	
3. Develop workshop cleaning techniques.	
4. Observe experienced servicer using, caring for, identifying and storing hand tools and specialized trade tools.	
5. Develop skills in use and application of systems terminology	
B. Install Office Machines under Supervision of Experienced Servicer	300
1. Lubricate new equipment per instructions.	
2. Run operational test of equipment for readiness.	
C. Troubleshooting for Malfunctions	2,000
1. Disassembles office machines and visually examines parts for wear and/or defects.	
2. Use test equipment to determine malfunctions.	
3. Check component for tolerances.	
4. Detect wear on component parts using micrometers and other precision measuring devices.	
D. Repair Business Machines	2,300
1. Remove and replace as necessary; gear, rollers, guides, pinions and electronic components.	
2. Adjusts tolerances as required in specifications.	
3. Tests installed parts for proper alignment and operation.	
4. Use proper technique, tools and checklist when repairing machines.	
E. Perform Preventive Maintenance as required on Office Machines	400
1. Lubricates.	
2. Adjusts for tolerances.	
3. Cleans and inspects.	
TOTAL	6,000

Paragraph not used.

Appendix C

SCHEDULE OF RELATED INSTRUCTION FOR THE TRADE OF OFFICE MACHINE SERVICER (DOT CODE 633.281-014)

C-1. Schedule of Related Instruction for the Trade of Radio Operator

A total of 432 hours of related instruction is required to complete this program. Completion of any one or a combination of the below listed courses which equals 432 hours of related instruction or more may be taken to satisfy this requirement. Credit for courses not listed below may be awarded upon presentation of authenticated documentation of satisfactory completion. A synopsis of the course must be submitted with documentation. Documentation and synopsis for courses not listed below will be forwarded by ESOs to the Army Signal School, ATTN: ATZHPA-E, Fort Gordon, GA 30905, for final determination.

Table C-1

SCHEDULE OF RELATED INSTRUCTION FOR THE TRADE OF RADIO OPERATOR

Course Number	Course Title	School	Resident	Non-resident	Credit Hours
A 150-34B10	Punch Card Machine Repairer	USASC	X		880
B 6-20	Tabular Equipment Repair	USASC		X	112
C SSO 099	Basic Mathematics	USASC		X	3
D SSO 100	Algebra	USASC		X	6
E SSO 101	Mathematical Functions and Vectors	USASC		X	5
F SSO 301	Electrical Fundamentals—DC	USASC		X	12
G SSO 302	Magnetism and Electromagnetism	USASC		X	10
H SSO 303	Electrical Fundamentals—AC	USASC		X	9
I SSO 304	Electrical Networks	USASC		X	11
J SSO 308	Introduction to Electricity	USASC		X	6
K SSO 309	Introduction to Electronics	USASC		X	10
L SSO 311	Electron Tubes	USASC		X	10
M SSO 312	Electron-Tube Applications	USASC		X	12
N SSO 313	Semiconductor Devices	USASC		X	7
O SSO 314	Semiconductor Applications	USASC		X	10
P SSO 315	Power Transistors	USASC		X	8
Q SSO 391	Digital Circuit Fundamentals	USASC		X	11
R SSO 077	Introduction to Programming	USASC		X	5
S SSO 575	Punched Card Operation	USASC		X	3
T SSO 650	Safety and Preventive Maintenance	USASC		X	3
U SSO 651	Shop Practice and Safety	USASC		X	3
V SS9 448	Operation of Multimeter TS-325/U (SOJT)	USASC		X	3
W SS9 706	Operation of Oscilloscope AN/USM-281C(SOJT)	USASC		X	3
X SS9 707	Operation of Oscilloscope AN/USM-140(b)(SOJT)	USASC		X	3
Y SS9 709	Operation of Oscilloscope AN/USM-281A(SOJT)	USASC		X	3
Z None	Common Basic Electronic Training (COBET)(Before 1 May 78)	ATS Ft. Jackson SC	X		120
AA None	Basic Electronic Training(BET)(After 1 May 78)	USASC	X		320

C-2. Title not used.

Paragraph not used.

Appendix D
EXAMPLE OF A PARTIAL COMPLETION LETTER

D-1. Example of a Partial Completion Letter.

Paragraph not used.

(Enter Office Symbol)

(Enter Date)

TO WHOM IT MAY CONCERN:

This is to certify that _____ was enrolled in the Army
(Name)

Apprenticeship Program for _____
(Name of Occupational Skill Area)

_____ During this period _____ to _____. During that period
(Registration Number) (Date) (Date)

he successfully completed the following hours:

<i>Work Process</i>	<i>Hours</i>
A	_____
B	_____
_____	_____
_____	_____

Army Apprentice Programs are registered with the US Department of Labor and the fact that this individual did participate can be verified with the Bureau of Apprenticeship and Training, Patrick Henry Building, Washington, DC 20213, or by contacting Headquarters, TRADOC, ATTN: ATPL-AGE, Fort Monroe, VA, 23651.

Sincerely,

ESO's SIGNATURE BLOCK

Figure D. EXAMPLE OF A PARTIAL COMPLETION LETTER

D-2. Title not used.

Paragraph not used.

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